

# Application for State Employment

Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0150  
Phone: (515) 281-3087 Fax: (515) 281-7970  
Jobline: (515) 281-5820  
Website: [www.das.hre.iowa.gov/](http://www.das.hre.iowa.gov/)  
E-mail: [info@idop.state.ia.us](mailto:info@idop.state.ia.us)

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## Section 1 General Instructions

- This application will allow you to apply for specific jobs in Iowa State Government.
- You **must** include the following information: **Social Security number or written request for an alternate nine-digit number, job title, job vacancy number, and your name, mailing address, education and employment history. You must also sign the application at the bottom of page 5.**
- An accurate Job Vacancy Number is required to process your application.
- Each vacancy listed in our job announcements includes specific application instructions, job vacancy numbers and application deadline dates. Please follow the application instructions closely.
- If you are applying for a job class that is open for continuous recruitment, a job vacancy number is not required.
- **If you provide incomplete or inaccurate information, we may be unable to process your application.**
- You must ensure that this application is received on or before the announced deadline date, at the announced location. We are not responsible for late, lost, misdirected or damaged mail.
- All mail will be sent to you at the address you provide on this form.
- For jobs requiring an exam at one of our examination centers, you will be notified by mail.
- You may make clear photocopies of this form to submit as your official application. You will be charged for photocopying done by the Department of Administrative Services – Human Resources Enterprise (DAS-HRE).
- Students applying for Internships must complete pages 2, 3, 5 and 6.
- Please use a blue or black ink pen when completing this application.

## Applying For a State Job

- A list of current vacancies is available on DAS-HRE's Website: [www.das.hre.iowa.gov/](http://www.das.hre.iowa.gov/), on the DAS-HRE Jobline at (515) 281-5820, at all Iowa Workforce Development Centers, state agency offices, and public libraries.
- A limited number of job titles are open to continuous application. These titles are available on our Website, by calling the Jobline, or by calling or visiting an Iowa Workforce Development Center.
- Return your completed application by mailing it or delivering it to the address listed above, or by faxing it to (515) 281-7970.  
**IF FAXED, KEEP THE ORIGINAL.**
- This application will remain valid for two years. You may request to add vacancies, job titles, update information or change availability choices by writing to the address or e-mail listed above or by calling (515) 281-3087 (automated call processing system MENU OPTION 1). Include your Social Security number or your alternate nine-digit number on all correspondence and voice mail messages.
- All individuals hired must provide proof of their identity and eligibility to work in the United States at the time of hire.
- Applicants with a disability may request testing accommodations by calling (515) 281-3087 or by writing or e-mailing to the address listed above. Hearing impaired applicants may contact us through **Relay Iowa**. Call 800-735-2942 (TTY).

## Veterans Points

Upon request, veterans points shall be applied to honorably discharged veterans as defined in Iowa Code Chapter 35C who are residents of Iowa. Former members of the reserve forces or Iowa National Guard who served at least 20 years after January 28, 1973 are eligible. Reserve force or Iowa National Guard veterans who were activated for federal duty, other than training, for a minimum of 90 days and were discharged under honorable conditions or retired under Title 10, United States Code are eligible. Veterans with a service-connected disability, a Purple Heart, or who are receiving disability compensation or pension through the U.S. Veterans Administration may also request veterans points. Proof of disability from the Veterans Administration must be submitted and updated every two years. A certified DD214 or other official document must be submitted for proof of service.

## Section 1 General Instructions (continued)

### Read the Following Before Signing On Page 5

I certify that this application (and any copy or facsimile of same) and applicant survey contains no willful misrepresentation and that the information is true and complete to the best of my knowledge. I understand that:

- Should an investigation at any time disclose otherwise, my application may be rejected, my name may be removed from consideration for employment, I may be discharged from employment with the State of Iowa, and I may be disqualified from applying for any other position under the jurisdiction of the Department of Administrative Services – Human Resources Enterprise.
- Information on this application and any documents submitted to be included with this application may, in compliance with Iowa Code Chapter 22, become public records and may be made available to the public upon request. Only information deemed confidential in accordance with applicable statutes may be withheld from public disclosure.
- Background investigations may be conducted as part of this application for employment. These include, but are not limited to, inquiries relating to driving records for jobs requiring travel, inquiries about convictions where job related, and any other investigations deemed necessary and relevant by the employer.
- The State of Iowa complies with the federal law requiring preemployment, random, post-accident, reasonable suspicion, and return to duty drug and alcohol testing for all persons in positions requiring a Commercial Drivers License.

## Section 2 Applicant Survey

Iowa State Government is committed to Equal Employment Opportunity and Affirmative Action. The following information will only be used for program evaluations, reporting requirements and affirmative action referrals. It is deemed confidential and refusal to provide information will not adversely affect you as an applicant. If you are hired, it will become a part of your employee record. This section is removed before your application is processed. Applicants found to have falsified applicant survey information will be subject to the penalties indicated above. **Please write your numbered responses to questions A through F in the corresponding boxes.**

☐

**A. What sex are you?**

0. Male
1. Female

☐

**B. What is your age?**

0. under 18
1. 18-29
2. 30-39
3. 40-49
4. 50-59
5. 60-69
6. 70 or over

☐

**C. What is your highest level of education?**

0. 0-8 years
1. 9-12 years, but not a high school graduate
2. High school graduate or GED
3. Post high school vocational or business school
4. Some college, less than BA or BS degree
5. BA, BS or similar undergraduate degree
6. MA, MS or similar graduate degree
7. PhD, JD or similar professional degree
8. MD or similar professional degree

☐

**D. Of which racial/ethnic group do you consider yourself a member?**

0. *White:* Origins in any of the original peoples of Europe, North Africa, or the Middle East
1. *African American:* Origins in any of the black racial groups of Africa
2. *Asian/Pacific Islander:* Origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands
3. *Native American/Alaskan Native:* Origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
4. *Latino:* Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

☐

**E. Do you have a disability that is a physical or mental impairment that substantially limits one or more major life activities; do you have a record of such an impairment; or are you regarded as having such an impairment?**

0. No
1. Yes

☐

**F. How did you learn about this job?**

0. DAS-HRE Jobline or Job Information Center
1. Iowa Workforce Development Center
2. Iowa state agency or employee
3. State Government Job Fair
4. Public Library
5. Internet/Website
6. College, University or Area Community College Placement Office
7. Newspaper, periodical or trade journal
8. Career Fair
9. DAS-HRE Website

## Section 3 Availability

### Check All Boxes That Apply

Your availability choices are used to refer your name to state departments for employment consideration for job classes open to continuous application and internships. The choices you make here will replace your choices on previous applications and will pertain to all jobs for which you have applied.

- ☐ Full-Time 40 hours per week  
☐ Part-Time less than 40 hours per week  
☐ Travel varies with each job  
☐ Day Shift varies, usually 8 a.m. to 4:30 p.m.  
☐ Eve Shift varies, usually 4 p.m. to 12 midnight  
☐ Night Shift varies, usually 12 midnight to 8 a.m.  
☐ Any Shift will work anytime  
☐ Weekends will work Saturdays and/or Sundays  
☐ County jobs with county government; salary and benefits vary

Are you currently a state employee?  
If so, check one.

- ☐ Executive Branch  
☐ Regents  
☐ Community Based Corrections  
☐ Judicial Branch  
☐ Legislative Branch

Agencies For Which You Will **NOT** Work:

- ☐ 005 Administrative Services  
☐ 009 Agriculture & Land Stewardship  
☐ 126 Auditor  
☐ 131 Blind  
☐ 167 Civil Rights  
☐ 211 Commerce  
☐ 238 Corrections  
☐ 259 Cultural Affairs  
☐ 269 Economic Development  
☐ 282 Education  
☐ 297 Elder Affairs  
☐ 140 Ethics & Campaign Disc.  
☐ 379 Human Rights  
☐ 401 Human Services  
☐ 427 Inspections & Appeals  
☐ 336 Iowa Comm. Network  
☐ 114 Justice  
☐ 467 Law Enforcement Academy  
☐ 532 Management  
☐ 542 Natural Resources  
☐ 547 Parole  
☐ 572 Public Empl. Relations  
☐ 582 Public Defense  
☐ 588 Public Health  
☐ 595 Public Safety  
☐ 625 Revenue  
☐ 635 Secretary of State  
☐ 645 Transportation  
☐ 655 Treasurer  
☐ 671 Veterans Affairs  
☐ 309 Workforce Development

County 29 (Des Moines County) Does Not Include The City Of Des Moines.

County 77 (Polk County) Includes All Of Polk County.

Polk (Capitol Complex) Is Limited Only To The Capitol Complex Area.

Mark Only Counties In Which You Will Work (See Map):

- ☐ 1 Adair  
☐ 2 Adams  
☐ 3 Allamakee  
☐ 4 Appanoose  
☐ 5 Audubon  
☐ 6 Benton  
☐ 7 Black Hawk  
☐ 8 Boone  
☐ 9 Bremer  
☐ 10 Buchanan  
☐ 11 Buena Vista  
☐ 12 Butler  
☐ 13 Calhoun  
☐ 14 Carroll  
☐ 15 Cass  
☐ 16 Cedar  
☐ 17 Cerro Gordo  
☐ 18 Cherokee  
☐ 19 Chickasaw  
☐ 20 Clarke

- ☐ 21 Clay  
☐ 22 Clayton  
☐ 23 Clinton  
☐ 24 Crawford  
☐ 25 Dallas  
☐ 26 Davis  
☐ 27 Decatur  
☐ 28 Delaware  
☐ 29 Des Moines County  
☐ 30 Dickinson  
☐ 31 Dubuque  
☐ 32 Emmet  
☐ 33 Fayette  
☐ 34 Floyd  
☐ 35 Franklin  
☐ 36 Fremont  
☐ 37 Greene  
☐ 38 Grundy  
☐ 39 Guthrie  
☐ 40 Hamilton

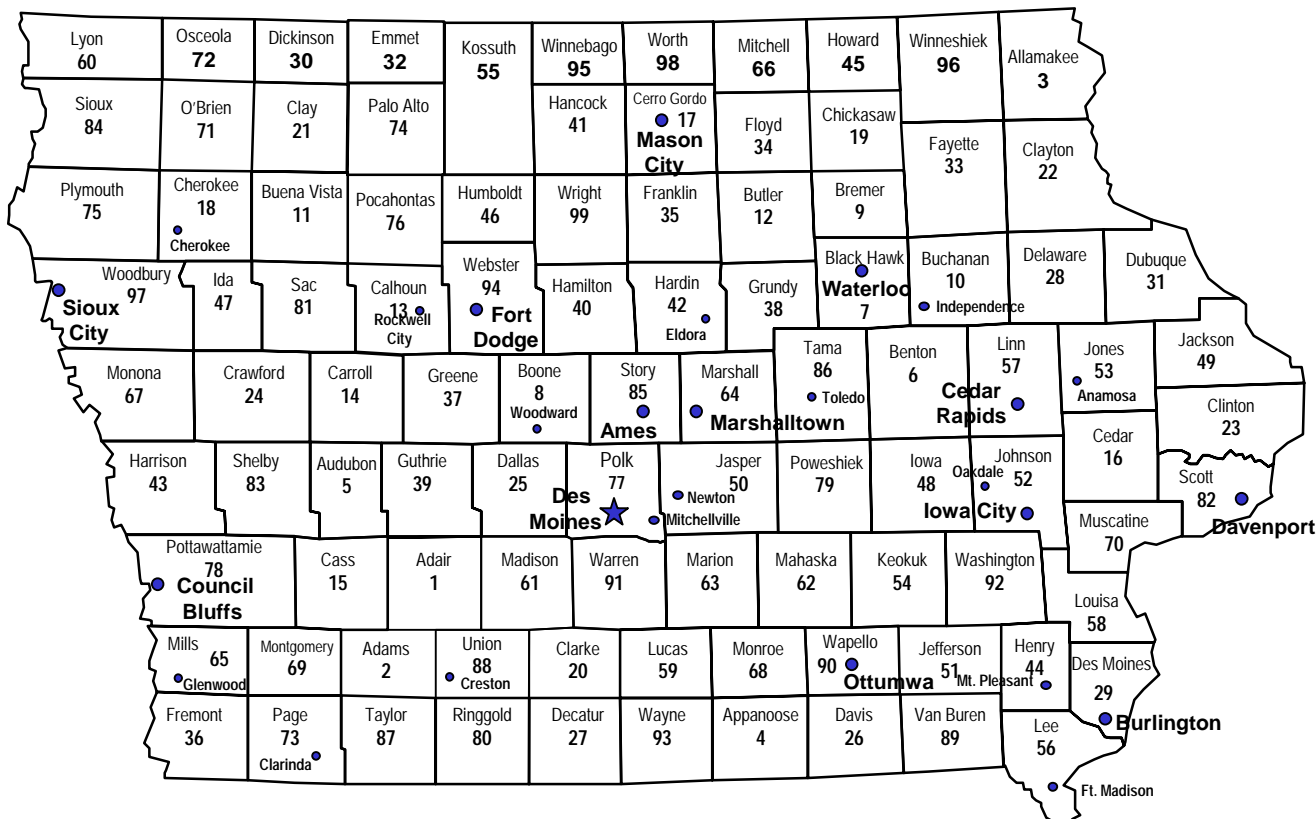
- ☐ 41 Hancock  
☐ 42 Hardin  
☐ 43 Harrison  
☐ 44 Henry  
☐ 45 Howard  
☐ 46 Humboldt  
☐ 47 Ida  
☐ 48 Iowa  
☐ 49 Jackson  
☐ 50 Jasper  
☐ 51 Jefferson  
☐ 52 Johnson  
☐ 53 Jones  
☐ 54 Keokuk  
☐ 55 Kossuth  
☐ 56 Lee  
☐ 57 Linn  
☐ 58 Louisa  
☐ 59 Lucas  
☐ 60 Lyon

☐ All Counties

- ☐ 61 Madison  
☐ 62 Mahaska  
☐ 63 Marion  
☐ 64 Marshall  
☐ 65 Mills  
☐ 66 Mitchell  
☐ 67 Monona  
☐ 68 Monroe  
☐ 69 Montgomery  
☐ 70 Muscatine  
☐ 71 O'Brien  
☐ 72 Osceola  
☐ 73 Page  
☐ 74 Palo Alto  
☐ 75 Plymouth  
☐ 76 Pocahontas  
☐ 77 Polk  
☐ 78 Pottawattamie  
☐ 79 Poweshiek

- ☐ 80 Ringgold  
☐ 81 Sac  
☐ 82 Scott  
☐ 83 Shelby  
☐ 84 Sioux  
☐ 85 Story  
☐ 86 Tama  
☐ 87 Taylor  
☐ 88 Union  
☐ 89 Van Buren  
☐ 90 Wapello  
☐ 91 Warren  
☐ 92 Washington  
☐ 93 Wayne  
☐ 94 Webster  
☐ 95 Winnebago  
☐ 96 Winneshiek  
☐ 97 Woodbury  
☐ 98 Worth  
☐ 99 Wright

■ Your name will be referred for vacancies only in the counties you have selected.



## Section 4 Experience

            
 Social Security Number

- List your work experience **starting with the most recent**. If you have held more than one job with the same organization, list each separately.
- **Provide complete descriptions of job duties, including the exact dates of employment and the average number of hours worked per week.**
- Describe your experience in detail. Include the number and titles of people supervised and equipment or facilities managed.
- Describe volunteer and homemaker experience, if applicable.
- **Resumes submitted with the application must show dates of employment (month/year) and hours worked per week. The social security number must be shown at the top of each resume page and accompanying documents.**

**1**

Organization:			From _____ Month   Day   Year To _____ Month   Day   Year Average number of hours worked per week: _____
Address:	City                      State              Zip Code		
Your Title:	Supervisor's Title:		Average number of hours worked per week: _____
Duties: _____ _____ _____			

**2**

Organization:			From _____ Month   Day   Year To _____ Month   Day   Year Average number of hours worked per week: _____
Address:	City                      State              Zip Code		
Your Title:	Supervisor's Title:		Average number of hours worked per week: _____
Duties: _____ _____ _____			

**3**

Organization:			From _____ Month   Day   Year To _____ Month   Day   Year Average number of hours worked per week: _____
Address:	City                      State              Zip Code		
Your Title:	Supervisor's Title:		Average number of hours worked per week: _____
Duties: _____ _____ _____			

- You may describe additional work experience or add more detail to the "Duties" section on a separate sheet of paper. Use the same format as used here. Be sure to include your social security number at the top of each extra page.

## Section 5 Applicant Data

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Social Security Number	<b>Print or Type</b> _____ Last Name	_____ First Name	_____ M.I.
_____ Number and Street	_____ Apt. #	_____ City	_____ State
( ) _____ Phone (area code) number-days	( ) _____ Phone (area code) number-evenings	_____ E-mail address	_____ Zip Code

JOB TITLES (see instructions on page 1)
1.
2.
3.
4.

Job Vacancy Number*	FOR OFFICE USE ONLY		
1.			
2.			
3.			
4.			

\* An accurate job vacancy number is required to process your application. For job classes open to continuous application, a job vacancy number is NOT required.

<b>Education</b> Circle highest year of education completed 1 2 3 4 5 6 7 8 9 10 11 12										High School graduate or equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name And Location Of Schools Attended <b>Beyond High School</b>	Dates Attended		Credit Received		Field Of Study Or Area Of Concentration				Degree/ Certification				
	Mo/Yr	Mo/Yr	Quarter Hours	Semester Hours	Major	Hours	Minor	Hours					

If you are working toward a degree, please give the anticipated completion date: \_\_\_\_\_ **Do not send a transcript unless requested.**

<b>Special Requirements</b> Some jobs have special requirements. They will be found on the job class description in the section titled "Competencies Required," or "Selective Certification." Write needed information below.				
Education	Quarter Hours	Semester Hours	Experience	Dates
				From
				To
List languages, including American Sign Language (ASL), in addition to English, that you speak, read and write fluently: _____ If you possess a license or certificate to practice a trade or profession, complete the following: Name of Trade or Profession: _____ License Number: _____ Issued by: _____ Specialty: _____ Expiration Date: _____ If a teacher's certificate, Endorsement Numbers: _____ Approval Numbers: _____				

**Veterans Points:** Do you want to be considered for veterans points as explained on page 1? ☐ Yes ☐ No  
 If yes, you must provide proof of service such as a photocopy of your DD-214 form.

**By signing this Application for State Employment, I am consenting to any reasonable inquiry that may be necessary to verify the information I have provided on this form or that I may otherwise provide in conjunction with my application for state employment.**

**Further, I acknowledge that I have read and understand the information on page 2 and certify that all statements made on this Application for State Employment are true.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Section 6 Supplemental Internship Data

### Complete This Section Only If Applying For An Internship

Name \_\_\_\_\_

Social Security Number

#### Education

Degree Program (circle one)      AA   BA /BS   MA/MS   JD   PhD      Major \_\_\_\_\_

Intended Completion Date \_\_\_\_\_ Course work related to internship \_\_\_\_\_

Academic

References: 1) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

2) \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

#### Instructions

**Submit a letter from your academic advisor stating: 1) your major area of study and 2) if this internship is for education program credit or needed for work experience. If for credit, the letter should outline the internship goals and objectives.**

Is this internship for credit towards a degree program? Yes ☐ No ☐ Will you accept an unpaid internship? Yes ☐ No ☐

Are you available: (check all that apply)

Date available to begin internship \_\_\_\_\_

Spring ☐ Summer ☐ Fall ☐ Winter ☐ Anytime ☐

**Location Desired** (check county locations on page 3)

**This internship application is valid until your graduation date.**

**Make sure pages 2, 3, 4 and 5 are completed**

### How to Receive the Most Responsive Service for Questions Concerning the State's Hiring Process

We want to provide you with prompt, accurate and courteous service. Incoming calls to (515) 281-3087 that are related to the State's hiring process are handled through a call processing system. We have found this to be an efficient way for us to handle the high volume of questions and requests for service that we receive every day.

The Employment System portion of the Iowa Department of Administrative Services – Human Resources Enterprise call processing system is available for your use seven days a week, 24 hours a day, so you can access our services at your convenience. To go directly to the type of service you want and skip over the other parts of the recorded message, we suggest you try the following procedure.

*After you have dialed (515) 281-3087 and the recorded message begins to play, enter one of the access numbers listed below for the specific type of service you need. **You do not need to listen to the full message before doing this. You do need to enter each number in the access code slowly enough for the system to recognize the signal.***

To hear a list of job opportunities	1111
To request a new application	1112
To add/delete job titles on a current application	1113
To change your name, address, or phone number	11141
To change availability information	11142
To request a copy of a current application	11143
If you have questions about the status of your application	11151
If you have questions about a Not Qualified notice	11152
To hear more details about how to apply	1116
To leave a message for staff	1117
To request internship information	113

When you have multiple requests, **select one of the access numbers above and leave the entire message there. Do not leave your message in more than one mailbox.** You may also send us an e-mail at: [info@idop.state.ia.us](mailto:info@idop.state.ia.us) to request information regarding the State's hiring process.